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28 January 1964

MEMORANDUM FOR: Executive Director/Comptroller  
ATTENTION : Mr. John Clarke  
SUBJECT : Publications Procurement  
REFERENCE : Report of Audit of Office of Central  
Reference, 21 January 1964

1. During our audit of the Office of Central Reference, we observed several areas in which the possibility for economy in Agency expenditures for publications exists. In fiscal year 1963, Agency components spent about \$118,000 for multiple subscriptions to domestic periodicals and about \$54,000 for multiple subscriptions to domestic newspapers. Agency costs for all publications came to about \$600,000 during the year and fiscal 1964 costs are expected to be even higher.

2. We examined procurement procedures but because of the time it would require we obviously could not question the need each office has for each item purchased. The following examples, however, illustrate how some Agency publication procurement funds were spent during the past year:

- a. Newspapers are received daily Monday through Friday at the annual cost for each subscription as indicated:

634 New York Times @ \$45

146 Washington Post and Times Herald @ \$36

77 Wall Street Journal @ \$36

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- b. 123 subscriptions @ \$25 of the British weekly "Economist" are distributed as follows: DD/P - 47; ORR - 24; ONE - 20; OCF - 16; OBI - 8; other - 8.
- c. 8 subscriptions @ \$18 of the monthly North American edition of the Airline Guide are delivered to TSD.

3. Responsibility for reducing these expenditures rests with the various Agency components, not with OCR. Each component prepares a budget which includes an estimate for the procurement of publications. Funds are then allotted to and administered by OCR. The component, however, retains its own cost authority and can request procurement of publications up to the amount budgeted. Each component has an approving officer who has the responsibility to confirm the need for the publication and to authorize the use of requisitioning authority for publications requested by personnel in his component. Generally OCR does not question the approved requisition unless the ordering component has exceeded its cost authority.

4. In view of recent executive office instructions to reduce the rate of Federal spending, we suggest that an administrative directive requesting each component to review its existing requirements for publications may result in economies through cancellation of nonessential titles. A request to review procurement approving officer procedures may also be in order. We were informed that OCR is ready to prepare a special Agency notice for your approval, if required, to explain procedures to be followed in conduct of the review.

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Chief, Audit Staff

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7-D-49 - OCR Survey File.

Memo dated 28 Jan to Exec Dir/Com from C, AS re

Publications Procurement.

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